

# VILLAGE OF ELM GROVE

13600 Juneau Boulevard

Elm Grove, WI 53122

ADMINISTRATIVE AND PERSONNEL COMMITTEE

**Thursday February 10, 2022 \* 8:30 AM \* Park View Room**

## AGENDA

**1. Call meeting to order**

**2. Review and act on minutes**

*Documents:*

*AP101921md.pdf*

*Admin and Personnel memo 2-4-22.pdf*

**3. Review and possible action on sleeping quarters policy.**

*Documents:*

*sleeping quarters policy draft 2-4-22.pdf*

*EMS Sleeping Quarters policy 2-3-22 draft.pdf*

**4. Review and possible action regarding job descriptions for the creation of a new parks maintenance position and modifications to the recreation director and zoning and planning administrator/assistant to the village manager.**

*Documents:*

*Recreation director job description 01-6-22 draft1.pdf*

*Assistant Village Manager Zoning and Planning Administrator 1-06-22 draft 1.pdf*

*PW General Maintenance draft 2-4-22.pdf*

**5. Review and possible action regarding assessor's services with the City of Brookfield**

**6. Adjourn**

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format **must contact the Village Clerk, Michelle Luedtke**, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

**NOTICE:** It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

**VILLAGE OF ELM GROVE**  
**ADMINISTRATIVE AND PERSONNEL COMMITTEE**  
**October 19, 2021 \* 8:30 am**

Present: Chairperson Michalski, President Palmer, Trustees Haas and Sayas.

Also Present: Village Manager David De Angelis, Finance Director Monica Hughes, EMS Director, Jon Robinson, Fire Chief Dave Kastenholz, Attorney Hector de la Mora, Sue Robinson, Curt Waddell

1. Call to Order

Chairman Michalski brought the meeting to order at 8:30 a.m.

2. Minutes

Trustees Haas and Sayas moved and seconded to approve the June 21, 2021 minutes. Motion carried.

3. Review and possible action regarding EMS Director Robinson's request for sleeping quarters.

Committee members had received a memo from Dr. Robinson explaining the need for sleeping quarters and outlining what would be needed. The project had been talked about previously and some information and costs developed by former fire Chief Selzer. The current budget includes \$4500 for furnishing the 2 rooms that are suggested. The committee discussed and supported the idea noting that policies for usage will need to be developed. The quarters will be primarily for EMS but also available in the future if needed by fire or police. Neil Palmer and Kristina Sayas moved and seconded to approve moving forward with the sleeping quarters. Motion carried.

4. Review and possible action on future EMS and fire staffing

Village Manager, Dave De Angelis, noted this items was included to begin the discussion on the Village's options long term for the departments. Both chiefs identified the challenge of recruiting new members and concerns over the age and continued participation of a number of long-time core members. The committee directed staff to begin looking into options and costs of other methods of coverage for these 2 areas.

5. Review and possible action on ARPA funds

The committee discussed the list submitted by staff for the available uses and a number of projects staff had listed as possible uses of the funds. It was noted the Village has received ½ of the anticipated funding, \$321,000 and will receive the other half in 2022. The staff list included improving the meeting broadcast software, building upgrades to improve security and more touchless fixtures, and electrostatic filter system for the HVAC system and employee hazard pay for those that worked through the COVID 19 period in 2020 and spring of 2021. Staff provided cost estimates that they currently had. The committee supported these areas and authorized staff to begin plans for these improvements and determine actual costs. Any substantial increases to the costs should be further discussed. The specific recommendation for employee hazard pay will be discussed during closed session. The committee felt after these areas were addressed the remaining funds could be evaluated for the larger project areas such as municipal water, sewer, and stormwater.

6. Review and possible action on offering zoom for meetings.

Village Manager, Dave De Angelis, noted that staff is looking for the committee's direction on formalizing a policy for offering Zoom at meetings. Currently Zoom is only offered if a committee member requests it ahead of the scheduled meeting. Staff is also questioning if Zoom is offered is it open to the public, which increases the administrative staff work during a meeting. It was noted that the public has the ability to view all meetings via the live stream on our web-site. After discussion the committee agreed to provide the Zoom option at all meetings to committee/board members but not the public unless there was a scheduled public hearing. It was agreed that the Village will monitor the situation and may develop other policies as needed in the future. Our current ordinance allows for this type of meeting but it will be reviewed to better state today's technology and meeting setup.

7. Closed session  
After a roll call vote the committee moved into closed session at 9:30am to discuss police union contract negotiations and employee hazard pay. At 10:00am on a roll call vote the committee moved back into open session.
8. Other Business  
Chairman Michalski asked the committee if the date and time of the meeting could be reschedule for all future meetings. The committee concluded that the meetings should be held on the 1<sup>st</sup> Thursday of the month beginning at 8:30am.
9. Adjourn  
President Palmer and Trustee Sayas moved and seconded to adjourn at 10:05am.

Respectfully submitted,

Monica Hughes  
Finance Director

DRAFT



# MEMO

TO: Administrative and Personnel

FROM: David De Angelis

DATE: February 4<sup>th</sup>, 2022

RE: Agenda Items

---

**Item: 3 Review and possible action on sleeping quarters policy.**

Please find attached a draft policy for the committee to adopt regarding the providing of sleeping quarters for the use of the protective services. Also included is a draft of the policy Dr. Robinson is proposing to use for the administration of a village adopted policy. By adopting the general policy and leaving the specific operational policy to the department allows for greater flexibility moving forward for making any adjustments in the sleeping program is administered.

**Item: 4 Review and possible action regarding job descriptions for the creation of a new parks maintenance position and modifications to the recreation director and zoning and planning administrator/assistant to the village manager.**

Please find attached revised recreation director job description and a recommended change to the zoning administrator/assistant to the village manager description. These two descriptions have been altered to allow for the removal of the general maintenance of the park which as discussed will transition back to the public works director and the insertion of the assistant manager into a supervisory role over the director. This is being done to add extra help and oversight of the administrative side of the recreation position especially in regards to budgeting and accounts receivable and payable for the department. All of the programming, staff for programming and all other the recreational activities stay as the principal responsibilities of the position.

Also please find attached the proposed job description for a year round employee to handle park maintenance and general labor for the public works department. As previously discussed in regards to park maintenance and the needs to improve the consistency and frequency of same staff has been reviewing possibilities for providing this increased level of service. As I am sure you all aware currently there is major difficulties in filling these type of positions with reliable seasonal employees and this has only been made worse now with the reduced availability of workforce and increasing wage pressure.

As a result of this we have evaluated this and are proposing a newly created full time public works maintenance position within the public works department. This positions principal responsibilities will be park maintenance and support while supplementing public works during the remaining time. As noted in the table below there is the assumption of reduction of seasonal hours by 950 hours. There will still be the need for additional seasonal employees to cover weekends and to back fill as needed. As this would be a full time position it will also come with full benefits. The net change to the overall budget between public works and recreation is \$38,486.50. As this year would only be a partial year you could expect the expenses for 2022 to be approximately \$28,000.

<b>Village of Elm Grove</b>							
<b>Cost of Adding Additional Full-time employee</b>							
		<b>Full time</b>	<b>DPW seasonal</b>	<b>Recreation Seasonal</b>		<b>Net cost</b>	
Hours		2080	-650	-300			
wage rate		\$ 17.00	\$ 10.50	\$ 9.25			
annual wage		\$ 35,360.00	\$ (6,825.00)	\$ (2,775.00)		\$ 25,760.00	
FICA	7.65%	2,705.04	(522.11)	(212.29)		\$ 1,970.64	
WRS	6.50%	2,298.40				\$ 2,298.40	
Health	single	6,756.58				\$ 6,756.58	
HRA		1,400.00				\$ 1,400.00	
Dental		200.88				\$ 200.88	
Life		50.00				\$ 50.00	
Disability		50.00				\$ 50.00	
		\$ 48,820.90	\$ (7,347.11)	\$ (2,987.29)		\$ 38,486.50	
<b>Recreation seasonal maintenance</b>							
<u>Hours worked 2021 summer</u>					(622.25)		
4 hours Saturday and Sunday for 15 weeks					120.00		During summer
2 hours Saturday and Sunday for 10 weeks					<u>80.00</u>		during spring and fall

					(422.25)			
	<u>Summer Hours</u>			<b>2021</b>	<b>2020</b>			
	Recreation Maintenance			622.25	553.25			

**Item: 5 Review and possible action regarding assessor’s services with the City of Brookfield.**

The City of Brookfield has approached staff regarding our desire to continue or current contractual relationship. They do not feel strongly either way but have asked us to evaluate their services and determine if it is still cost effective and in the Village’s best interest to continue. This item is on for initial discussion and direction to staff.



# Sleeping Quarters Policy

Draft policy: 2-4-22

## **Purpose:**

The purpose of this policy is to establish guidelines for the operation and maintenance of a safe, clean, effective and fair environment for the utilization of sleeping quarters at the Village of Elm Grove Fire Station for the accommodation of volunteers who wish to serve from outside our normal service area or during emergencies or major weather events.

## **Definitions:**

1. Sleeping Quarters - Rooms and beds provided in the Elm Grove Fire Department for the purpose of providing a dedicated area for rest and sleep by members of the Fire/EMS/Police Department.
2. On-Call/Duty - Any person of any of the public safety services who is either on an active shift or specifically awaiting assignment in times of emergency.
3. Chiefs of Department - This includes the Police Chief, Fire Chief, EMS Director and the Emergency Government Director.

## **Scope:**

This policy shall apply to all members of the Elm Grove Police, Fire, EMS Departments and anyone other personnel designated by any of the Chiefs of Department granted use of the Sleeping Quarters by this policy.

## **Policy:**

Sleeping Quarters will be made available to public safety services personnel who are on active call or on shift carry-overs on a voluntary basis. These quarters shall be maintained and managed by the EMS Department with equal consideration given to other members of public safety services based on circumstance and need. Access and use shall be governed by separate policy of the public safety service allowing use and shall conform to all of the Village of Elm Grove personnel and other policies.

As use of this facility is voluntary, nothing herein shall be considered to mandate any type of obligation on the Village's part regarding its current or future use or access by any personnel. As the use of this facility is voluntary there is no financial obligation for the Village of Elm Grove other than the current paid on call program.

Failure to follow any of the policies or guidelines established from time to time may result in removal of access to the facilities and/or disciplinary action up to and including termination.

The facility shall consist of two rooms provided with the appropriate furniture to accommodate up to two beds per room. All bedding and other sleeping needs shall be provided by the individual using the facility.

## **Termination of Use:**



The Village reserves the right to discontinue this policy at any time by action of the Village Manager and concurrence of the Village Board.



# Sleeping Quarters

Elm Grove EMS		
POLICY:	Sleeping Quarters	Page 1 of 3
ISSUED BY:	Medical Director	No. xx-xxx
DATE:	December 15, 2021	Supersedes:

## **Purpose**

The purpose of this policy is to provide guidelines for the operation and maintenance of a safe, clean, effective and fair environment for those members wishing to sleep in quarters at the Village of Elm Grove Station.

## **Definitions:**

1. Sleeping Quarters – Rooms and beds in the Village of Elm Grove Fire Station established for purpose of rest or sleep.

## **Scope:**

This policy shall apply to all members of the Elm Grove Police, Fire, and EMS Departments, and anyone else granted use of the Sleeping Quarters by this policy.

## **Policy**

- A.** These guidelines may be changed or altered by a Chief from Police, Fire, and/or EMS at any time.
- B.** Authorization for Use of the Quarters Hierarchy:
  1. Final Decision shall be afforded to the EMS Chief
  2. Chiefs of Fire, Police, EMS may all authorize use of the Quarters
  3. Designees of the Chiefs of Fire, Police, and EMS may all authorize use of the Quarters
- C.** General Priority of Use
  1. On duty or scheduled personnel (e.g., assigned crew) who live outside the appropriate response range of their Elm Grove Department.
  2. Personnel with short turn-around time between shifts
  3. Other personnel
- D.** Rules of Use
  1. Conflict Resolution:
    - a. If there are any problems, the chain of command should be followed to resolve any and all conflicts.
  2. Availability of Room(s)
    - a. Bunk Rooms will be available following the General Priority of Use as above, then on a first come, first serve basis.
    - b. Members should generally be in service to respond on calls or approved due to special circumstances.

3. Notifications for Use of Bunk Room
  - a. Dispatch may be called to reserve a room for the current date evening. No multiple day reservations or extended stays.
  - b. Personnel utilizing the bunkroom(s) shall check with Dispatch to check on room availability before occupying the room.
  - c. All personnel will sign in on the roster outside of the door indicating which bunk they are occupying as well as Time-In and Time-Out for the stay.
  - d. By placing his/her name on the sign in roster, the member agrees to follow all rules pertaining to the bunk & other station rooms.
  - e. Personnel utilizing the bunkroom(s) shall notify Dispatch when occupying the room(s) at the beginning of the occupancy.
4. Linens:
  - a. Clean sheets or a sleeping bag shall be the responsibility of the person occupying the room and will be on the beds while in use. Personnel will not sleep on an uncovered mattress at any time.
  - b. Linens may not be taken from ambulances.
5. Attire and clothing changes:
  - a. Minimum sleeping attire is shorts and t-shirt.
  - b. Members will change in the appropriate rest room.
6. Occupancy
  - a. Guests will not be in the sleeping quarters while any bunks are occupied.
  - b. There will be no sexual activity of any sort in the station.
  - c. No more than 1 person will occupy a bunk at any time.
  - d. No more than 1 person will occupy a bunkroom at any time except as authorized by the Department Chief (example: storm coverage)
  - e. Be respectful of others. (Noise and Light discipline)
  - f. Clean up after you are done.
  - g. Sleeping Quarter spaces are not the private domain of their occupants, and posters or other materials that are not permitted in the public areas will also not be permitted in the bunkrooms.
  - h. Except for inspection by supervisors, tours authorized by the watch commander, maintenance, or an emergency, no individual shall enter a space designated for use by the opposite gender. Under no circumstances shall anyone enter a bunkroom or restroom facility designated for use by the opposite gender, without advance notice and permission from the occupant.
  - i. The bunk room will be kept clean and orderly during and at the conclusion of use.
  - j. No pets are permitted to stay at the station.
  - k. Turnout gear will not be allowed in the living quarters at any time.
  - l. Members are responsible for any damage done to the bunk rooms, including holes in the walls, etc.
  - m. No sleeping in the day room
7. Use of Bathrooms and Kitchen
  - a. There are bathrooms throughout the station for your use. The bathrooms must be kept in proper order.
  - b. Members can use the kitchen to cook and prepare meals and to store food during your stay. Your name SHOULD be labeled on all of your food to show that it is yours.

- Any utensils used or cooking device (stove, refrigerator, microwave etc.) must be cleaned and returned to the appropriate drawer or cabinet after use.
8. Cleaning
    - a. All cleaning supplies will be at your disposal to use on areas. The station will provide the cleaning supplies.
  9. Conduct
    - a. The Village's Personnel manual shall be the minimum requirement for proper conduct.
    - b. Members may not be under the influence of drugs or alcohol.
    - c. All forms of alcohol are prohibited on the property.
    - d. The use of tobacco products is prohibited in the station or in/on any department owned vehicle. Smoking is permitted in designated areas on the exterior of the building. No one under the age of 18 is allowed to use any tobacco products in or on department property.
    - e. At all times, members must conduct themselves in a professional and courteous manner and will maintain a clean, professional appearance.
    - f. ANY type of sexual activity is strictly prohibited and will be disciplined.
    - g. Bunk rooms are designated sleeping areas. If several members are utilizing the bunk room, priority will be given to the member wishing to sleep. All other activities must be stopped or moved to another area of the fire station.
    - h. There will be no lights, loud conversations or any other activity in the bunkroom, which may disturb others who wish to sleep between the hours of 23:00 and 08:00. During these hours, if a bunkroom is occupied there shall be no loud conversations or other activity in other adjoining areas (i.e. stereo, TV.) that could disturb those sleeping in the bunkroom.
    - i. Use of any other member's personal property without specific permission of that member is strictly forbidden and will result in disciplinary action.
    - j. Members must maintain a high level of personal hygiene at all times. Any reports of poor hygiene of a member using the bunkroom will result in the member being denied further use of the room(s).
  10. On Duty use of the Sleeping Quarters.
    - a. Employees may use the bunkrooms while on duty under the following circumstances.
      - (1) The employee's department Policies and Procedures allow this.
      - (2) Employees will follow all procedures listed in section A above.
      - (3) Employees will obtain permission from their immediate supervisor.
      - (4) The request can be denied by the supervisor.
      - (5) Employees will be available by phone in the event they are needed for a priority call.
  11. Discipline
    - a. A progressive discipline policy will be adhered to enforce these regulations. This means but not limited to, verbal or written reprimands, suspension, and possible expulsion from the department depending on the circumstances of the incident.
    - b. Village of Elm Grove Personnel Policies and Procedures will be followed for this discipline.

# Village of Elm Grove

## Position Description

<b>Name:</b>	<b>Vacant</b>	<b>Department:</b>	<b>Recreation</b>
<b>Position Title:</b>	<b>Recreation Supervisor /Administrative Support</b>	<b>Pay Grade:</b>	<b>FLSA: E</b>
<b>Date:</b>		<b>Reports To:</b>	<b>Assistant Village Manager/ Zoning Administrator</b>

---

### **Purpose of Position:**

The purpose of the recreation supervisor position is to provide the Village of Elm Grove with quality recreation programming and managing the day to day operations of all programming and recreational facilities to the benefit of all citizens. The Recreation Supervisor is a department lead level position and directly reports to the Assistant Village Manager and staffs the Recreation Board..

### **Essential Duties and Responsibilities:**

- Responsible for development and management of all recreational programming for the Village of Elm Grove including new programming, staffing levels, and fee development
- Administration of all program registrations and recreation software
- Supervise the use of all Village recreation facilities including pool and park equipment and athletic fields/courts pavilion and gazebo
- Supervision, hiring and instructing all personnel for the Recreation Department
- Manage daily operations, including the scheduling, staffing, cash handling/accounting and the development of new programs
- Preparation of the annual recreation budget, fiscally responsible for the Recreation Department's operation year round under the supervision of the Assistant Manager
- Preparation of the recreation brochures as needed throughout the year, dictated by programming needs of the community
- Attend and plan all recreation committee meetings and other meetings as directed
- Responsible for grant writing and reporting for any recreation or park projects
- Perform maintenance of the outdoor municipal swimming pool and the park as needed
- Assist in any administrative tasks as directed by the Assistant Manager

### **Additional Tasks and Responsibilities:**

- Assist other departments as needed
- Wildlife Abatement Projects
- Assist with the Village website/social media
- Organize Village staff events
- Any other duties which may be assigned

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelors degree in recreation administration, business administration or related field, one to two years recreation experience, or any combination of education or experience that provides equivalent knowledge, skills, and abilities. Preferred experience as CPR instructor, lifeguard instructor and pool operator certification or the ability to become certified.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to counsel, mediate, and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as budgets, billing statements, program sheets, incident/accident reports, score sheets, press releases, informational brochures, schedules, lists, program forms, job applications, state code, sports rule books, equipment catalogs, and non-routine correspondence.

Ability to positively communicate verbally and in writing with program participants, program staff, sports groups, school athletic director, maintenance personnel, Park and Recreation Board members, Village Trustees, insurance personnel, and civic groups/clubs.

**Mathematical Ability**

Ability to calculate percentages, fractions, decimals, volumes and ratios. Ability to interpret basic descriptive statistical reports.

**Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, and teaching.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

**Physical Requirements**

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as computer terminal, computer printer,, photocopier, telephone, maintenance vehicles and a variety of sports equipment.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry and assembling.

Ability to exert moderate physical effort in work, typically involving some combination of lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration.

**Environmental Adaptability**

Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as disease poses a risk of injury.

The Village of Elm Grove is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Village of Elm Grove

## Position Description

<b>Name:</b>		<b>Department:</b>	<b>General Government</b>
<b>Position Title:</b>	<b>Assistant Village Manager/Zoning and Planning Administrator</b>	<b>Pay Grade:</b>	<b>FLSA: N</b>
			<b>Exempt</b>
<b>Date:</b>	<b>January, 2022</b>	<b>Reports To:</b>	<b>Village Manager</b>

---

### Purpose of Position

The purpose of this position is to perform and supervise the administration and enforcement of the Village of Elm Groves zoning and land use ordinances, the orderly planning of the Village's development and redevelopment, the development, implementation and maintenance of the comprehensive plan and other plans, supervise the Recreation Supervisor and assist the Village Manager as required. This position reports directly to the Village Manager.

### Essential Duties and Responsibilities

**The following duties are normal for this position and are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Advises and guides applicants through the planning process, principal staff to Plan Commission.

Research, analyze, report and provide recommendation on zoning and planning issues.

Manage and supervise all flood control activities including design, implementation, funding, grants, and resident education.

Preparation, review and coordination of all Village grant activities.

Floodplain manager.

Assists in the preparation of the annual budget.

Development and implementation of comprehensive plan and other planning documents.

Attends and provides staff support for CDA.

Advise elected and appointed officials as it relates to planning, zoning, flood control, and other administrative matters.

Oversee and coordinate duties for contracted building inspector

Supervise the Recreation Supervisor

### Additional Tasks and Responsibilities



**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Assist Village Manager on various projects.

Attend all committee and sub-committee meetings as needed or directed.

Assists in general government tasks as needed.

Other duties as assigned.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Minimum of a bachelor's degree in urban planning, public administration, or related field from an accredited university, Master's degree preferred but not required. One or more years experience in local government, with a planning emphasis, or related position preferred.

Hold a valid Wisconsin driver's license.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

Demonstrates knowledge and experience in local government management and administration.

Solid research skills and ability to prepare and present accurate detailed reports.

Working knowledge of a variety of office equipment, computer programs are essential with a working knowledge of GIS preferred.

Ability to manage, provide mediation, and the ability to counsel.

### **Language Ability and Interpersonal Communication**

Effective oral and written communications skills and demonstrated ability to work with business representatives, elected officials, department heads, the general public and other village employees.

### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships/ Ability to interpret basic descriptive statistical reports.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

### **Physical Requirements**

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as survey equipment, common hand tools, camera, motor vehicle, photocopier, and calculator.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as typing.

Ability to exert moderate physical effort in sedentary to medium work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

**Environmental Adaptability**

Ability to work under safe and comfortable conditions and construction sites and varying outdoor conditions with minimal risk of injury.

The Village of Elm Grove is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Village of Elm Grove

### Position Description

<b>Name:</b>		<b>Department:</b>	<b>Public Works</b>	
<b>Position Title:</b>	<b>Department of Public Works General Maintenance</b>	<b>Pay Grade:</b>	<b>General Maintenance</b>	<b>FLSA:</b> N
<b>Date:</b>	<b>February, 2022</b>	<b>Reports To:</b>	<b>Director of Public Works</b>	

---

### Purpose of Position

The purpose of this work to perform daily maintenance on park grounds and facilities and general public works activities. The work is performed under the direction of the Public Works Director.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Perform daily and seasonal park maintenance including trash collection, opening and cleaning restrooms, preparing for daily events, mowing, ball diamond preparation, ice rink maintenance, landscape maintenance and watering.

Assistance with building maintenance, fleet maintenance and sewer maintenance.

General laborer for public works projects including forestry crews.

Assistance with Brush pick up and traffic control.

Snow removal in park, pathways and general snow clean up.

Operates a variety of equipment including trucks, tractors, loaders, snow removal equipment/vehicles, lawn mowers and a variety of power and hand tools.

### Additional Tasks and Responsibilities

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Recycle center attendant.

May participate on a voluntary basis in fire protection for the Village.

Other duties as assigned.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent, three to five years progressively responsible public works/landscape experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A valid driver's license required.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.

Ability to utilize a wide variety of descriptive data and information, such as work orders.

Ability to communicate effectively with Department employees, property owners, Digger's Hotline personnel, utility personnel, mechanics and materials suppliers.

### **Mathematical Ability**

Ability to add, subtract, multiply and divide, calculate percentages, fractions, and decimals.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

### **Physical Requirements**

Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as loaders, trucks, chain saws, hand excavation tools and mechanic's tools. Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements such as equipment operation.

Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to sustain prolonged visual concentration and ability to stand for long periods of time.

Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, wetness, machinery, traffic hazards, electrical currents, traffic hazards and/or dust may cause or causing discomfort and where there is a risk of injury.

The Village of Elm Grove is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date